

OPENFORMS: SETTING UP RESPONDENT EMAIL

First, build your contact section. Make sure to include an **EMAIL ADDRESS FIELD**.

Contact Information

Your Name

First

ex) Jane

Middle Initial (Optional)

Enter placeholder text

Last

ex) Smith

Email Address

Enter your email here

How should we contact you?

☒ Email

☒ Phone call

☒ Text

Hover over the Email Address field and click the **SETTINGS ICON**.

Email Address




Enter your email here

How should we contact you?

☒ Email

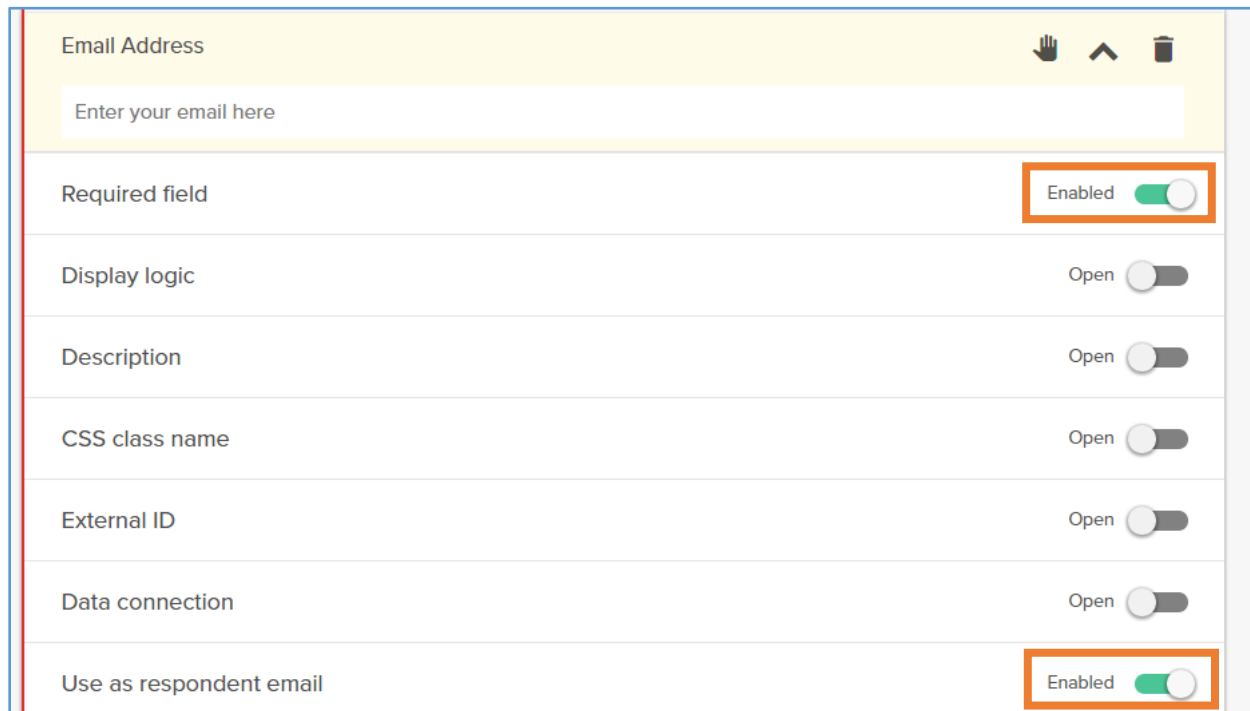
☒ Phone call

☒ Text



Settings

First, make sure to make the Email Address a **REQUIRED FIELD**. Finally, enable the **USE AS RESPONDENT EMAIL** setting.



The image shows a configuration panel for an 'Email Address' field. At the top is a yellow header bar with the title 'Email Address' and three icons: a hand, an upward arrow, and a trash can. Below the header is a text input field with the placeholder 'Enter your email here'. The main configuration area is a table with seven rows, each representing a different setting. The 'Required field' and 'Use as respondent email' settings are highlighted with orange borders and have their toggle switches turned on (green). The other settings ('Display logic', 'Description', 'CSS class name', 'External ID', and 'Data connection') have their toggle switches turned off (grey).

Email Address	
Required field	Enabled <input checked="" type="checkbox"/>
Display logic	Open <input type="checkbox"/>
Description	Open <input type="checkbox"/>
CSS class name	Open <input type="checkbox"/>
External ID	Open <input type="checkbox"/>
Data connection	Open <input type="checkbox"/>
Use as respondent email	Enabled <input checked="" type="checkbox"/>

Now when you configure your form submission settings to send a confirmation email to the user, it will automatically know to send the message to this email address.

Don't forget, [you can review the form submission settings standards here](#).